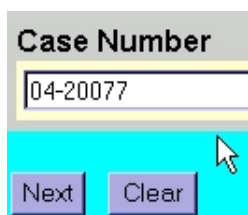


Motion to Extend Exclusivity Period

STEP 1 Select **Bankruptcy** from the *Main Menu*. Click on **Motions/Applications** from the *Bankruptcy Events* menu.

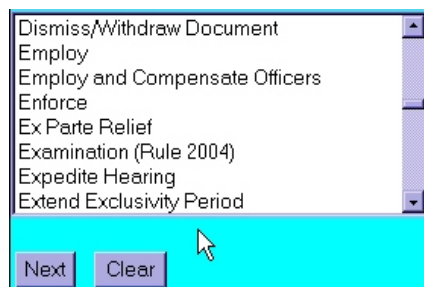


STEP 2 The **Case Number** screen displays.



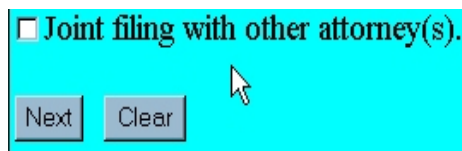
- ◆ **Case Number** - type the case number in YY-NNNNN format
- ◆ Click **Next** to continue.

STEP 3 The **select type of document** screen displays.



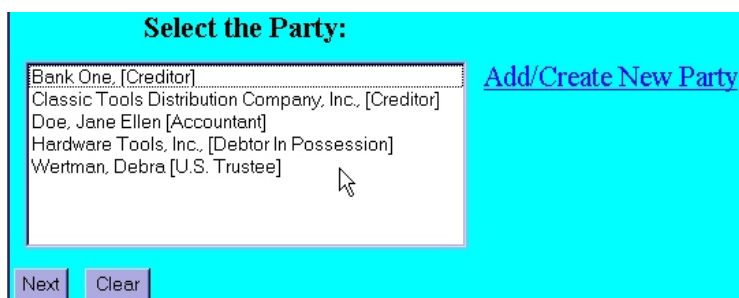
- ◆ Click on arrow to the right of the box to open the selection drop down box.
- ◆ Highlight type of document being filed (**Extend Exclusivity Period**).
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt is displayed.



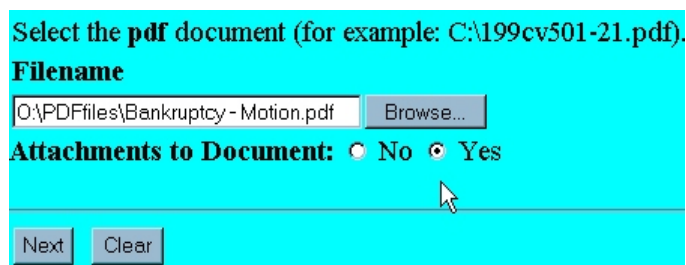
- ◆ Click in the **Joint filing with other attorney(s)** box if filing jointly with another attorney.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party:** screen displays.



- ◆ Highlight the party's name
- ◆ Click on the **Next** button.

STEP 6 The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach a **Proposed Order** and other documents, (e.g. an exhibit, appendix):
 - ▶ Click on the radio button next to '**Yes.**'
 - ▶ Click on the **Next** button.

STEP 7 The **Select one or more attachments:** screen displays.

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list. As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

STEP 8 The **Length of Time Requested and Certificate of Service** screen displays.

- ◆ Enter the number of days requested.
- ◆ Enter a lowercase 'y' or 'n' in the text box to indicate if a Certificate of Service is attached.
- ◆ Click on the **Next** button.

STEP 9 A **Docket Text: Modify as Appropriate** screen displays.

- ◆ Type in additional text if appropriate.
- ◆ Click on the **Next** button.

STEP 10 The **Docket Text: Final Text** screen displays.

Docket Text: Final Text

Motion by Debtor In Possession Hardware Tools, Inc. to Extend Exclusivity Period by 30 days for Filing a Chapter 11 Plan and Disclosure Statement with Certificate of Service (Attachments: # (1) Proposed Order Granting Motion to Extend Exclusivity Period to File Disclosure Statement and Plan) (Bailey, Attorney)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- ◆ Verify the *Final Docket* text. If correct, click **Next**.
- ◆ If the *Final Docket* text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 11 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, Attorney J. entered on 5/13/2004 at 12:01 PM EDT and filed on 5/13/2004

Case Name: Hardware Tools, Inc.

Case Number: [2:04-bk-20077](#)

Document Number: [28](#)

Docket Text:
Motion by Debtor In Possession Hardware Tools, Inc. to Extend Exclusivity Period by 30 days for Filing a Chapter 11 Plan and Disclosure Statement with Certificate of Service (Attachments: # (1) Proposed Order Granting Motion to Extend Exclusivity Period to File Disclosure Statement and Plan) (Bailey, Attorney)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\PDFfiles\Bankruptcy - Motion.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=5/13/2004] [FileNumber=13353-0]
5-13-2004 11:55:00 AM 1019576470 13353-0 28 1